



SUPPLEMENTAL INSTRUCTIONS

2008 Primary Election Edition

August 20, 2008

Department of Elections for New Castle County
820 N. French Street, Suite 400
Wilmington, Delaware 19801

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IMPORTANT INFORMATION

1. Only those people identified on page 34 of *The Election Officer Manual* should be in the Polling Place.

a. When a custodian or building maintenance person is in the building, he/she shall not be in the voting area unless needed to resolve a problem. People who bring food to/for Election Officers shall leave promptly after they have delivered the food.

b. Election Officers shall not accept advice or guidance from anyone except from Board of Elections members, Department of Elections staff, or attorneys from Delaware's Department of Justice. The Inspector shall refer persons attempting to interfere with the election to the Department of Elections at the Voting Machine Hotline at 577-5060.

c. There may be some instances where other activities are taking place in a building that is used as a Polling Place. These activities may not be political in any respect nor may they be in the same area where voting is taking place. Report any instance of political activity to the Voting Machine Hotline at 577-5060. Many of our polling places are in public schools that will be in session. Primary Election day is traditionally slow with limited voter turnout. However, this is not the time for teachers to bring students to observe the political process. Do not permit students or teachers in the polling place unless it is necessary to walk through to access another part of the building.

2. Make sure you do not leave the Polling Place until it is locked.

3. In addition to the *Poll List*, there is a *Supplemental Poll List* that was picked up by the Inspector. Make sure you use the *Supplemental Poll List* as well as the regular *Poll List*. This will reduce the number of people you will have to process at the Update Table.

4. Do not plug coffee pots or any other devices into any voting machine.

5. The polls open at **7 A.M.** Make sure you are ready to allow voters to start voting at 7 a.m.

6. Keep the personal cell phone designated for Election Day use by the Inspector **plugged in and turned on** all day so that we can contact you. Notify the Voting Machine Desk at 577-5060 if you need

to use a cell phone that is different from the one reported to the Department before the Election.

7. Make sure all Election Officers understand what, if any, Election Districts have been merged for this election.

8. If you are short one or more Election Officers, attempt to fill the vacancies. If you are successful in finding a person or persons of the appropriate political party to fill the vacancies, be sure to legibly print the full name, address, phone number and social security number on the *Election Officer Pay Voucher*.

9. Use signs, etc. to direct voters to the Polling Place and within the Polling Place. Periodically check throughout the day that they have not been disturbed and are in the correct position.

10. If there is a problem with the voter and/or his/her records, explain the problem on the **front** of the voter's Signature Card.

11. Use the pink *Bribery Oath* **only** when someone has been challenged for bribery.

12. There is no longer an *Affidavit for Child to Accompany Voter in Voting Booth*. Children 17 years of age or younger accompanying a voter no longer have to be related to the voter.

13. You **must** use the yellow *Affidavit of Affirmation of Voter Identity* when a voter does not have proof of identity unless the signature card is noted "ID Required".

14. Leave the Polling Place clean and orderly. Make sure all trash is in a trash can.

15. It is imperative that the CLERK assigned to take the *Memory Cartridge Pouch* (with memory cartridges and tapes) to the Zone Reporting Station listed on the pouch is dispatched **immediately** after:

- The memory cartridges and **signed** *Extra Copy 2* tapes from all the voting machines assigned to the Election District have been sealed in the *Memory Cartridge Pouch*;
- He/she has signed the *Election Officer Pay Voucher*; and

- He/she has signed Section II on both copies of *the Voting Machine Certificate*.

16. Make sure that all voting machine tapes are signed by all remaining Election Officers: *Record Tape/s, Extra Copy 1 and Extra Copy 2*.

17. After each election, the Department receives many requests to correct names on Poll Lists and Signature Cards. Most of these requests cannot be accommodated because the names are correct in the database. Signature Cards and Poll Lists are printed from the same data file. Names on Poll Lists and Signature Cards are formatted as follows because of space limitations on the Poll List:

Last Name First Name Middle Initial Suffix

- ♦ If the data base reads John C. Jones, Jr., the name would read:

JONES JOHN C JR

- ♦ If the data base reads J. Charles Jones, the name would read:

JONES J C

- ♦ If the data base reads Mary Ann Miller, the name would read:

MILLER MARY A

CORRECTIONS and ADDITIONS

To *Election Officer Checklists*:

Provisional Voting:

p. 51, after the last bullet, add:

- You will find that the red *Provisional Ballot Pouch* is closed but not sealed. If you have no voted Provisional Ballots at the end of the election, the Inspector must still return the closed *Provisional Ballot Pouch* but you do not need to seal it.

p. 56 D, before the first checkbox, add:

- If you have no voted Provisional Ballots, make sure the unused *Provisional Voter Information Sheets* and envelopes are placed in the base of the machine, and the Inspector returns all the ballots in the closed *Provisional Ballot Pouch* at the end of the night.
- If you do have any voted Provisional Ballots, make sure they are placed in the *Provisional Ballot Pouch* and that the pouch is sealed as instructed on page 57.

p. 62, 3rd bullet: Add the following after the 2nd sentence:

“The destination card showing the machine serial numbers and polling place location MUST be visible through the clear pocket. Individuals receiving the pouch must be able to determine that it is at the correct location without unsealing it.”

p. 70-G, 4th bullet and p. 71-I. Delete the word “Tyvek”. The Update Return Envelope is no longer made of Tyvek, but is a standard 10 x 13” white envelope.

• **VOTING MACHINE TIPS**

1. Activating the Voting Machine:

There are both Democratic and Republican races on the ballot. Activate the machine by pressing the LOCKIN (located at the upper left corner of the OFFICERS CONTROL PANEL) for the party of the voter and then by pressing the OFFICERS CONTROL BUTTON.

2. Follow the procedures in *The Elections Officer Checklists* step-by-step.

3. Use two (2) Election Officers to lower the voting machine to the flat position in the morning and two (2) Election Officers to raise the closed machine to the vertical position at the end of the day.

4. Operate the voting machine from the right side. This gives you easier access to the OFFICERS CONTROL BUTTON.

5. Remind voters to check his/her selection before pushing the green "VOTE" button.

ELECTION DAY PHONE NUMBERS

VOTING MACHINE DESK 577-5060

VOTER INFORMATION CENTER 577-8300

REGISTRATION AUTOMATED INQUIRY 577-3464

ABSENTEE VOTER INFORMATION 577-5102

DROP OFF POINTS, ENVELOPES, ETC

Immediately upon departing the Polls on the night of the Primary Election, the Inspector **SHALL** return **ALL** items listed on page 70G of the *Election Officer Checklists* to one of the following locations:

1. **Brandywine High School** -- Parking Lot (until 10:15 p.m.)
1400 Foulk Rd
Wilmington, DE 19803
2. **Carvel State Office Building**
820 N. French Street
Wilmington, DE 19801
3. **Department of Elections Warehouse**
Parkway Industrial Park
200-1B Lisa Drive
New Castle, DE 19720
4. **Dickinson High School** -- Parking Lot (until 10:15 p.m.)
1801 Milltown Rd
Wilmington, DE 19808
5. **Glasgow High School** - Parking Lot (until 10:15 p.m.)
1901 S College Ave
Newark, DE 19702
6. **Middletown High School** – Parking Lot (until 10:15 p.m.)
120 Silver Lake Rd
Middletown, DE 19709

NOTE: After 10:15 p.m., the Inspector shall return **ALL** items listed on page 70 of the *Election Officer Checklists* to the Carvel State Office Building (4th Floor) or the Department of Elections Warehouse as listed above.